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Deputy Director
Executive for A&M
Central Translation Service.

4 November 1947

1. The need for a reasonable provision for a central translation service has been recognized by the Director, and action has been initiated to establish it in Documents Branch, O/O. Personnel procurement has already been authorized.

2. Primary essentials of this problem are specific statements of priorities and priority controls and the establishment of overall agency procedures for operations.

3. Attached as Inclosure No. I is a draft of instructions to implement this problem, which has been concurred in by ICAPS and all offices excepting OCD.

4. OCD's proposal is attached as Inclosure No. II.

5. a. As this service is being established essentially for CIA, and not as a central inter-agency service based on IAC agreement for other agencies to abandon similar service, our needs are set up as primary, taking precedence over IAC.

b. The remaining difference in the OCD proposal involves statements of procedures which should be internal in OCD. It stresses OCD administrative details in a basically CIA policy paper.

6. Recommend issuance of the draft of instructions attached as Inclosure No. I.

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Acting Executive Director

Attachments - 2

cc: LTS chrono


Chief, A&M BR.

LTS/gf

Document No. 8

NO CHANGE in Class. ☐

☐ DECLASSIFIED

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